



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

OPNAVINST 1520.36C
N095
21 Mar 2019

OPNAV INSTRUCTION 1520.36C

From: Chief of Naval Operations

Subj: MILITARY RESERVE EXCHANGE PROGRAM

Ref: (a) DoD Instruction 1215.15 of 1 July 2014
(b) SECNAVINST 5510.34A

Encl: (1) Sample Position Description
(2) Timeline of Events

1. Purpose. To provide guidance, assign responsibilities, and issue application procedures for the Military Reserve Exchange Program. This revision changes the name of the program to align with reference (a), which establishes policies and responsibilities for management and administration of the Military Reserve Exchange Program between the Department of Defense and foreign ministries of defense. It also changes Military Reserve Exchange Program from an officer exclusive program to one that is applicable to Reserve Component officers, warrant officers, and enlisted Service members.
2. Cancellation. OPNAVINST 1520.36B.
3. Applicability. This program is applicable to Commander, Navy Reserve Force and subordinate commands, Navy host commands, operational support officers, and individual Reserve Component Service members interested in applying for the program.
4. Background. The Office of the Secretary of Defense Military Reserve Exchange Program is designed to foster greater understanding and cooperation between the Reserve Components of the U.S. Military Services and other countries. The period of the exchange is 2 weeks plus any necessary travel time. This instruction amplifies guidance in reference (a) to provide procedures for the administration and coordination of the exchange program. Reference (a) must take precedence should any guidance conflict with this instruction.
5. Responsibilities. Addressees will take the necessary action to ensure the Military Reserve Exchange Program is conducted per the basic policies of this instruction.

a. Commander, Navy Reserve Force serves as Military Reserve Exchange Program administrator and must:

(1) maintain liaison between the Office of the Assistant Secretary of Defense for Manpower & Reserve Affairs (OASD (M&RA)) and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM).

(2) provide nomination criteria, timelines, and other information as necessary.

(3) establish criteria and guidelines for designating host commands for foreign exchange personnel.

(4) notify Director, International Engagement (OPNAV N52) of planned exchanges under existing memorandum of understanding and of any intention to expand the program to include new foreign partners.

b. COMNAVRESFORCOM must:

(1) designate an officer to serve as Military Reserve Exchange Program manager.

(2) ensure adequate active duty for training funds to support the Military Reserve Exchange Program.

(3) advertise exchange opportunities in messages and other appropriate forums.

(4) screen applications and convene a selection board to select U.S. Navy Reserve candidates based on the relevancy of foreign exchange duty to the member's mobilization billet, competence, sustained superior performance, and potential for serving as an informed representative of the U.S. Navy Reserve. Fluency in the language of the host country is desirable but not required unless stipulated under the terms of specific agreements. COMNAVRESFORCOM may issue additional selection criteria as necessary.

(5) publish the names of selectees via appropriate means and provide selectees with detailed guidance on travel procedures, appropriate uniforms, and other pertinent information.

(6) provide active duty for training orders and coordinate travel arrangements (including appropriate country clearances) for U.S. selectees.

(7) coordinate with host commands on invitational travel orders for foreign exchange personnel, including transportation arrangements, as agreed upon in the respective memorandums of understanding.

(8) task operational support officers to identify host commands for foreign reserve exchange personnel.

(9) coordinate with host commands and other appropriate commands to arrange training schedules for incoming exchange personnel.

(10) provide position descriptions, itineraries, security clearances, and biographies for all foreign exchange personnel to the Navy International Program Office and the host command, not later than 30 days prior to the arrival of the personnel. A sample position description is provided in enclosure (1).

c. Operational Support Officers must:

(1) identify appropriate host commands for foreign exchange personnel based on information and guidance provided by COMNAVRESFORCOM.

(2) ensure U.S. host commands develop detailed position descriptions per reference (b), and complete itineraries for the visiting foreign personnel to secure authorization for foreign access to classified information and Department of the Navy facilities.

d. Host Commands must:

(1) assign a sponsor responsible for assisting the incoming foreign exchange personnel with berthing, travel, and to answer any other questions related to the exchange.

(2) identify relevant, tailored training itineraries for the foreign exchange personnel. Host commands must also provide detailed itineraries and position descriptions to COMNAVRESFORCOM, which identify systems, components, and documents that foreign exchange personnel will need to access.

(3) comply with security regulations governing training of foreign nationals as outlined in reference (b).

6. Selection. Selection for the program is based on the needs of the host country and the qualifications of the individual applicants. Officers in the grades of lieutenant (O-3) through lieutenant commander (O-4) and senior and chief petty officers (E-7 and E-8) are eligible for the program. Approximately 10 Navy Reserve personnel will be selected each year. Prior participants will not be considered.

7. Application Procedures for U.S. Navy Participants. Refer to the annual COMNAVRESFORCOM GovDelivery message for application procedures.

8. Schedule of Events. Enclosure (2) provides a program outline with an approximate timeline of events.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

11. Information Management Control. Data collections contained within this instruction are exempt from information management control per SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7l.



L. M. McCOLLUM
Chief of Navy Reserve

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>

SAMPLE POSITION DESCRIPTION

1. Name and Rank of Foreign Exchange Officer. Laramie, David O., LT

2. Location and Dates of Temporary Duty

NCTAMS PACIFIC
500 Center Street Wahiawa, HI 96786
13-25 August 2019

3. Position Title. Communications Officer

4. Description of Training to be Accomplished. Training will be performed at Naval Computer and Telecommunications Area Master Station Pacific (NCTAMS PAC) and various other Navy commands in the local area. His or her training will focus on the day to day management, operation, and maintenance of defense and Navy-specific telecommunications systems. Further, exposure to NCTAMS PAC's full range of information resource services; maintenance and repair; and communication and electronic and defense message system, will be offered. All training will be tailored or restricted to ensure compliance with security procedures. Additionally, tours of the Arizona Memorial and Pearl Harbor Station will be conducted.

5. Point of Contact

a. Primary. Commander A. B. See (Operational Support Officer, NCTAMS PAC); e-mail: a.b.see@navy.mil; COMM: (808) 465-7891 or DSN: 564-7891.

b. Secondary. Lieutenant Commander D. E. Eff (Operations Officer, NCTAMS PAC); e-mail: d.e.eff@navy.mil; COMM: (808) 456-7891 or DSN: 564-7891.

6. Security Clearance. Eligibility for Secret access for evolutions stated above is required. Access to the regular work spaces cannot be sanitized below this level for basic familiarization to NCTAMS PAC operations. Secure or classified publications, operations orders, and related materials will not be disclosed to the United Kingdom representative.

7. Remarks. Recommend appropriate summer uniforms (or equivalent).

TIMELINE OF EVENTS

<u>September</u>	COMNAVRESFORCOM issues GovDelivery message advertising Military Reserve Exchange Program opportunities for the upcoming fiscal year.
<u>November</u>	Applications are due to COMNAVRESFORCOM for current year's Military Reserve Exchange Program.
<u>December</u>	Selection board convened by COMNAVRESFORCOM. COMNAVRESFORCOM releases GovDelivery message announcing selectees.
<u>February</u>	COMNAVRESFORCOM forwards selectees to OASD(M&RA), copy provided to OPNAV N095.
<u>June</u>	German personnel conduct exchanges in the United States.
<u>May</u>	U.S. personnel conduct exchanges in the United Kingdom, Denmark, and Estonia.
<u>September</u>	United Kingdom, Denmark, and Estonia personnel conduct exchanges in the United States.
<u>September</u>	U.S. personnel conduct exchanges in Germany.
<u>October</u>	OASD(M&RA) coordination meeting for upcoming year's exchange program.